

ISAF Recognized Training – Accreditation Report

South African Sailing (SAS) National Sail Training Programme

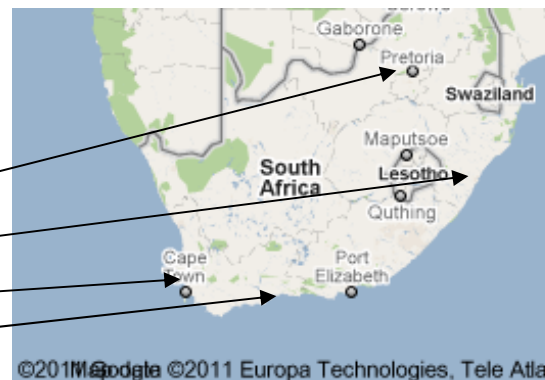
Date: 4th – 10th April 2011

ISAF Inspector: Richard Percy

Inspected SAS Accredited Sail Training Centres:

1. Crocs Sailing Centre
2. Sail African
3. Zeekovlei Sailing Centre
4. Mossel Bay Sailing Academy

Pretoria
Durban
Cape Town
Mossel Bay



Introduction

In 2009 the SAS council identified that sailing was a declining sport in South Africa. In particular the council highlighted the lack of leadership, direction and focus on 'learn to sail' training as the main contributory factor.

The SAS council took the decision to appoint a full time person to develop and coordinate sail training with the primary focus on increasing participation within the 4 SAS regions. Rob Holden (Eastern Cape SAS council representative) was identified and nominated by SAS council to take on the position due to his previous experience in sail training (see section 1.1.1)

In 2010 Rob Holden applied for and was accepted onto the inaugural ISAF Training Scholarship. ^[1] The scholarship enable SAS, through Rob Holden, to produce an extensive Sail Training Development plan that focused on establishing a national sail training programme and increasing sailing participation.

The ISAF Recognized Training inspection of the SAS National Sail Training Programme highlights and recognizes the steps that SAS has taken since April 2010 in the development of a national sail training programme. Please see the detailed report below:

[1] The ISAF Training Scholarship is an 8-week course, hosted at the Rockley International Academy in the UK, that focuses, on developing candidates knowledge, competencies and ability to developing a national sail training programme within their MNA. For more information please visit www.isaf.org/training/scholarship

1. National Programme Structure

1.1.1

National Training Manager (NTM):



Rob Holden was appointed, in June 2009, to develop and coordinate sail training in South Africa and has subsequently been given the title of National Training Manager.

Rob has sailed and raced competitively for the past 18 years and has 6 years experience in running a 'learn to sail' training centre at Mossel Bay Yacht Club.

Rob has extensive experience in race management and has also been appointed commodore of 2 yacht clubs for a period totalling 5 years.

Through the ISAF Training Scholarship Rob has developed extensive understanding of the management and the development of a national sail training programme – the scholarship included modules on training the trainers, centre accreditation and inspection training, increasing participation and development planning.

1.1.2

NTM Qualifications Held:

SAS Master Coach (certificate shown)

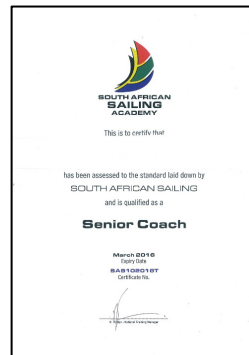
Royal Yachting Association (RYA) qualifications

Senior Instructor

Powerboat Instructor

Start Windsurf instructor

Club Race Coach



1.1.3

Full Time / Part Time Position:

Full Time – The NTM is contracted to work for SAS on a full time basis and has full responsibility for the day-to-day management of the SAS Sail Training programme.

1.2 Programme Management Structure

1.2.1

Is there a management structure in place able to manage the size of the programme?

The SAS Sail Training Programme has 4 nationally accredited centres (correct as of the 10th April 2011). The 4 accredited sail training centres are located within the 4 sailing regions of South Africa – Western Cape, Eastern Cape, KwaZulu-Natal (KZN) and Northern Region. All centres have been inspected by the NTM.

The NTM has identified 8 additional sail training centres that are to be accredited within 6 months in the following regions:

1 centre – Western Cape

4 centres – Northern Region

3 centres – Eastern Cape

There are 4 regional coaches that support and report to the NTM:

Western Cape – Paul Allardice

Eastern Cape – Elfie Holden

KZN – Greg Dobson

Northern Region – Belinda Heywood

The NTM sits with SAS council 4 times annually to discuss, advise and make recommendations on sail training policy development and strategy. The NTM, on a day-to-day basis, reports / liaises directly to the president of SAS. The current management structure is sufficient to oversee the SAS Sail Training Scheme including further expansion.

Recommendation - At present the SAS Sail Training programme is heavily reliant on the NTM. It is recommended that the regional coaches be fully integrated into the management of the national programme through regular reporting and correspondence with the NTM.

1.2.2

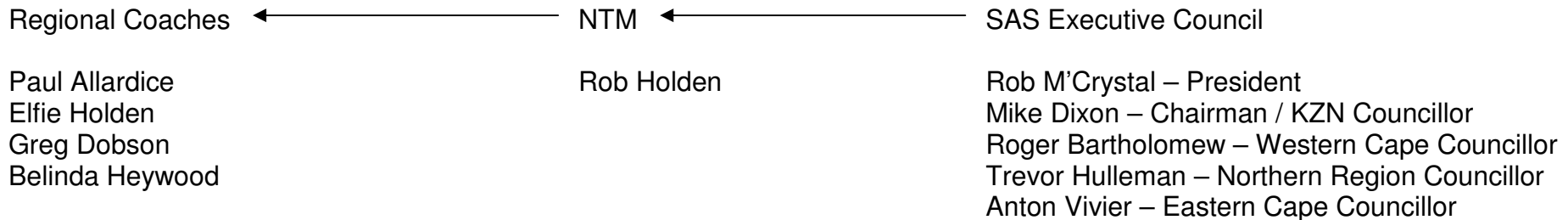
Are those in the management structure competent to undertake the task of continuous management of the programme?

The 4 regional coaches are trained to SAS Master Coach standard. Due to the embryonic nature of the SAS Sail Training Programme the NTM still adopts a hands on approach to the regional management of SAS Instructor training and SAS centre accreditation inspections. Over time the regional coaches will assume greater responsibility for the regional management and development of sail training. All those involved directly with the management of the national sail-training programme are deemed competent to fulfil their roles.

1.2.3

Who reports to whom, who makes decisions and how decisions are made and implemented?

SAS adopts the following reporting / decision making structure:



The Regional Coaches report to the NTM on training issues within the SAS accredited sail training centres within their region. The NTM primarily then reports to Rob M'Crystal President of SAS. Decisions regarding training are made at council level with the advice and recommendation of the NTM.

1.3 Systems, Data & Records

1.3.1

Are adequate records kept of meetings and decisions regarding the management of the NTP?

Minutes are kept for all council meetings. At present there is no formal reporting system for correspondence between the NTM and the regional coaches.

1.3.2

Are suitable reference materials made available and used as appropriate to the country law, local regulations, safety, security, health etc?

SAS provides all training centres with a 'Centre Pack' that gives guidance on all legal regulations and national accreditation conditions with regards to operating a SAS Accredited sail training centre.

SAS Coaches are informed, during SAS Coach training, of their legal responsibilities with regards to their students and all regulations relating to operating in a maritime environment under South African law.

1.3.3

Are full up to date records of all Coaches kept?

The NTM maintains a comprehensive up to date database of all SAS coaches. The database is kept at the SAS Training headquarters in Mossel Bay.

1.3.4

Are adequate records kept of the Accredited Training Centres?

There are currently 4 recognized SAS Sail Training Centres. The NTM has accredited these centres within the last 2 months. Therefore at present there is no official SAS database or recording system with regards to training centres.

Recommendation - *As the SAS national programme expands it will be important to implement a system for recording information with regards to SAS Accredited Training Centres – correspondence, inspection reports and issues, complaints, accidents and incidents, publication sales.*

1.3.5

Is there a system that records to whom training certificates are issued?

SAS uses a centralised system for the issuing of all training certificates to students who have successfully completed a course at a SAS Accredited Sail Training Centre. Each certificate issued has a unique number attached to it to minimise certificate fraud. The process works as follows: At the end of a course the SAS Senior Coach at the SAS Accredited Sail Training centre emails a “Centre Student Information Form” to the SAS Training headquarters, the certificate is then sent to the individual and their information is recorded onto the SAS database.

1.3.6

Is there a system for recording and reviewing serious incidents (loss of life and serious injury) and updating programme content and protocols as an outcome of any such review?

Serious incidents and accidents are recorded centrally at SAS Training headquarters. The NTM and SAS council review all major incident and accidents as they arise. SAS Sail Training programme protocols are updated as necessary and all SAS Accredited Sail Training centres are notified accordingly via email.

2. Accredited Training Centres

A system for accrediting and inspecting training centres is a fundamental requirement for the ISAF Recognized Training accreditation

2.1

Conditions for Accreditation

2.1.1

Are national conditions of accreditation clear, readily available, appropriate and realistic?

National conditions for accreditation are available on request from the NTM and are included in the SAS 'Centre Pack'. The accreditation requirements are clear, appropriate and realistic.

The accreditation requirements include sections on: Coach qualifications, safety, tuition standards, centre equipment and facilities and centre administration. On inspection all elements of the SAS national conditions for accreditation are inline with current international best practice as laid out in the ISAF LSTP document.

2.1.2

Do national conditions for accreditation cover safety as well as tuition, in adequate detail and with sufficient clarity?

The SAS national conditions for accreditation include both safety and tuition standards and are adequate in detail and clarity. The SAS Centre Inspector is required to monitor on water tuition during the annual centre inspection and give feedback as required. The SAS Inspector monitors safety standards within sail training centres during the inspection visit and gives guidance as necessary. Sail Training centres within South Africa are also required to adhere to South African Maritime Safety Agency ([SAMSA](#)) regulations and this forms part of the SAS Inspection.

The current safety and tuition accreditation system is sufficient in detail and clarity and covers all appropriate South African legal requirements.

2.1.3

Are SAS Sail Training centres required to have written operating procedures?

All SAS Sail Training centres are required to have written operating procedures as part their safety management systems. Operating procedures are required by SAS to be maintained and amended as necessary.

2.1.4

Do inspections effectively support centres that are not up to the required standards?

The SAS Inspector / NTM provides support to sail training centres that need to improve their safety management systems prior to achieving SAS Accreditation standards.

2.1.5

What action is taken in the case of centres who are not up to the required standard?

Sail Training centres that do not meet the required SAS Accreditation requirements are given comprehensive action plans and re-inspected when ready. Guidance is available from the NTM on request.

2.1.6

Is the scheme capable of operating within local operating requirements e.g. local regulations and bye-laws?

SAS requires all sail training centres to adhere to all local operating regulations and byelaws.

2.1.7

Is an emergency (serious incident) blueprint plan or summary of good practice for the management of an emergency available to centres?

An emergency action plan blueprint is provided to all SAS Sail Training centres as part of the SAS 'Centre Pack'. All SAS Sail Training centres are required to prominently display emergency plans and ensure staff understand and are able to act as necessary in the event of an emergency.

2.2 Administration

2.2.1

Are centres required to carry appropriate insurance?

All SAS Accredited Sail Training Centres are required to carry appropriate Insurance. At present there are major issues with securing appropriate insurance for Sail Training centres in South Africa. Insurance companies do not understand Sail Training and therefore are unwilling to underwrite operations within sail training centres. All SAS Accredited centres therefore are underwritten by insurance companies for on water operations via Chartered Skippers indemnity policies however onshore operations are currently not covered and course consent forms specify this to all those participating. The NTM is working with insurance companies to rectify this matter and soon hopes to have a policy supplied with the appropriate cover.

2.2.2

Are centres required to check clients for relevant medical conditions that might put them at risk?

All SAS Sail training centres are required to check student medical details.

2.2.3

Are centres required to check and record staff qualifications, and take up references for key instructors?

All SAS Sail Training centres are required to check and record staff qualifications and take references for key instructors.

2.2.4

Do centres ensure that instructors have read the operating procedures?

It is a requirement of accreditation that all SAS Sail Training centres ensure that their coaches have read and understood the centre operating procedures.

2.2.5

Are centres required to have child protection procedures?

SAS Sail Training centres are required to have a child protection procedure. SAS centres are provided with a Child Protection policy blueprint as part of the 'Centre Pack'.

2.2.6

Are centres required to record accidents & draw lessons from them?

All SAS Sail Training centres are required to record accidents and incidents and review procedures as necessary.

2.2.7

Are centres required to keep documentation accurate, including advertising?

All SAS Sail Training centres are required to ensure that any documentation or promotional material produced is accurate.

2.3 Boats Used

2.3.1

Are there sufficient boats in centres, appropriate for the scheme?

All inspected centres have sufficient boats that were appropriate for the training they provided. All centres had a range of one person and two person dinghies.

Zeekovlei Sailing Centre, Cape Town and Mossel Bay Sailing Academy, Mossel Bay:



2.3.2

Are the centre boats seaworthy and appropriately maintained?

All centres inspected had comprehensive boat maintenance systems. All boats were maintained to a very high standard.

Zeekovlei Sailing Centre, Cape Town and George Lake Yacht Club:



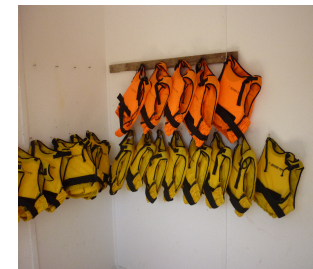
2.4 Equipment and facilities

2.4.1

Are centres required to carry sufficient buoyancy aids in a variety of appropriate sizes and in good condition?

All centres are required to carry sufficient buoyancy aids that are in good condition and comply with [SAMSA](#) guidelines.

Zeekovlei Sailing Centre, Cape Town and Crocs Sailing Centre, Pretoria:



2.4.2

Is appropriate protective or waterproof clothing available in centres (e.g. wetsuits or sun hats)?

Centres are not required under SAS Accreditation conditions to provide all students with protective and waterproof clothing. The 4 centres inspected all asked students to provide their own personal protective or waterproof clothing. SAS are currently working with international marine clothing and personal protective clothing / equipment manufacturers to look at the possibility of providing a cost effective solution to this type of equipment in South Africa.

2.4.3

Are centres required to have toilets, appropriate changing and washing facilities?

All SAS Sail Training centres are required to have toilets and changing and washing facilities. All 4 centres visited had appropriate male and female toilets, changing and washing facilities that were maintained to an excellent standard.

2.4.4

Are centres required to have safe systems for handling and storing fuel?

All SAS Accredited Sail Training centres are required to store fuel in a safe manner. All centres inspected hand separate fuel storage systems with safety signs indicating the presence of flammable substances.

Crocs Sailing Centre, Pretoria:



2.4.5

Are centres required to store chemicals and secure workshops appropriately?

The SAS Accreditation conditions state that all SAS Sail Training Centres are required to securely store chemicals and workshops appropriately. On inspection all centres adhered to the national accreditation conditions.

Crocs Sailing Centre, Pretoria:



2.5 Tuition Systems

2.5.1

Is there a Principal or person in charge competent to supervise quality and safety of tuition?

All SAS Accredited Sail Training centres are required, at all times, to have a SAS Senior Coach on site supervise the quality and safety of tuition.

Certificate for Richard Rushton, Crocs Sailing Centre, Senior Coach:



2.5.2

Are assistant instructors properly supervised?

SAS Assistant Coaches are required to be supervised by a SAS Senior Coach at all times

2.5.3

Are student / instructor ratios applied and maintained?

The following student to instructor ratios are adhered to:

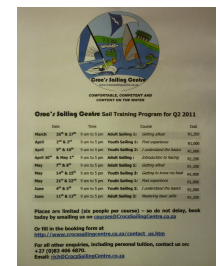
| | |
|-------------------|--|
| 2 Person Dinghies | 3:1 for beginners with a coach on board 9:1 maximum not more than 6 boats per coach |
| 1 Person Dinghies | 6:1 |

2.5.4

Do course programmes properly represent the syllabus?

At present SAS has not printed the SAS National Sailing syllabus and logbook. All centres have been provided with the national sailing syllabus in paper format and are delivering training that properly represents the syllabus structure and content.

Crocs Sailing Centre, Pretoria:



2.5.5

Are visual aids used?

Use of visual aids was observed within all 4 centres. Visual aids were used to good effect to highlight specific briefing and de-briefing points. All 4 centres displayed posters that enhanced the learning environment. All 4 centres used simulators to good effect to breakdown specific sailing manoeuvres.



Mossel Bay Sailing Academy, Mossel Bay,
Zeekovlei Sailing Centre, Cape Town and
Crocs Sailing Centre, Pretoria:

2.5.6

Are log books (or some form of personal recording system) used?

As stated in 2.5.4 SAS has not produced a National Logbook. The logbook is due to be produced in May 2011. All 4 centres are at present recording student information relating to completed courses but not in a uniform way.

2.6 Safety Operations

2.6.1

Do Centres and clubs adhere to the national safety guidelines?

All SAS Accredited centres inspected adhered to the stated national safety accreditation requirements and guidelines. See section 3 for further information.



2.7 Child Protection

2.7.1

Is there a Child Protection policy and procedure and is it fully applied?

All SAS Accredited Sail Training centres are required, as stated in 2.2.5, to have a Child Protection statement. On inspection all 4 centres had a Child Protection procedure as part of their centre documentation.

2.8 Centre Inspection System

2.8.1

Is there an adequate system for inspecting centres that will fully and properly arrive at a consistent and safe decision?

SAS Sail training centres undergo an inspection to confirm they meet the set accreditation requirements and standards. Inspections are carried out by the Regional Coach / NTM. The SAS Inspector during the inspection visit completes a standard 'Centre Inspection' form and sets actions plans for improvements as necessary. The 'Centre Inspection' form addresses all aspects of the SAS national conditions for accreditation and a simple YES / NO response is required to confirm the centre adheres to the required standard. The 'Centre Inspection' form also details coach names and qualifications to ensure compliance with national SAS regulations.

2.8.2

Is accreditation granted followed up re validated at intervals (say every 2 years)?

SAS Sail Training Centres are required to undergo an inspection on an annual basis (1 per year).

2.8.3

Are inspectors appropriately trained and adequately qualified?

The NTM received training in inspecting sail training centres on the ISAF Training Scholarship. The NTM is responsible for training Regional Coaches to complete inspections and monitoring that a consistent standard is maintained.

2.8.4

Does the National Training Manager (or person in charge) monitor the inspection reports?

The NTM is responsible for monitoring inspection reports and following up on any action points identified.

2.8.5

Is there effective follow up?

The NTM works with the centre to ensure that they comply fully with the national accreditation guideline.

2.8.6

Is there a process for removing accreditation?

There is no process for the removal of accreditation at present as all of the centres are new this year. The NTM is working on a system and ISAF will follow this up in the coming months.

Recommendation – SAS to produce a standard process for the removal of recognition and include this within the contract of recognition.

3. Safety Guidelines and Procedures

3.1

What safety guidelines and procedures are required as part of the SAS centre accreditation process?

SAS centre recognition is specifically aimed at ensuring that tuition offered at SAS sail training centres is safe and to delivered to an internationally recognized high standard. To ensure that there is an culture of safety management within recognised centres the 'SAS Guidelines for Centre Recognition' clearly state the a centre needs to have the following safety management documentation in place:

1. Risk Assessments
2. Standard Operating Procedures
3. Local Operating Procedures
4. Emergency Procedures
5. Reporting Systems – Accident, Incident and Maintenance
6. Duty of Care Statement
7. Child Protection Procedure

All 4 SAS Sail Training centres visited had the safety documentation in place to satisfy the SAS national accreditation requirements. The documentation requirements provide the SAS Senior Coach with a working method that results in good risk management.

3.2

Risk Awareness and Management:

All 4 SAS training centres visited had assessed the risks within their operating environment and had produced comprehensive risk assessments. Risk assessments were reviewed constantly and amended as necessary. The SAS Senior coach within the 4 SAS Training centres understood their duty to manage the risks associated with sail training and ensure all their members of staff were fully aware of the risks.



3.3

Is there a Training Centre “safety supervisor” (RYA “SI” equivalent) in the centre operating structure (there must be a clearly identified person responsible for the day to day maintenance and supervision of a safety at all times)?

It is stated within the conditions for accreditation that the SAS Senior Coach will assume the role of “safety supervisor” within the centre operating structure. The SAS Senior Coach supports the SAS Dinghy Coaches with decision making with regards to safety. On discussion with the SAS Dinghy Coaches at the 4 training centres they were all aware of the importance of changing their session plans afloat according to the weather conditions when necessary.

3.4

Are operating procedures generally fit for purpose and understood by staff teams?

In all the 4 SAS Accredited Sail Training centres visited the operating procedures were fit for purpose and had been fully understood by the staff teams. The operating procedures inspected all reflected the local operating environment that training took place in. At 2 of the SAS training centres staff had signed to say that they had read and understood the operating procedures, risk assessments and emergency action plans.

3.5

Do the operating procedures result in clear working methods and good risk management?

All the staff at the SAS Accredited training centres understood the necessity of risk management and importance of operating within the parameters of the centre operating procedures document guidelines.

3.6

Do instructors generally deliver sensible training in a variety of conditions?

All observed training with the SAS training centres was delivered at the level appropriate for the students with regards to the weather conditions.

3.7

Do the centres have a Major Accident Plan?

All SAS training centres visited had an emergency action plan that was prominently displayed. All SAS Dinghy Coaches spoken to were aware of the emergency action plan and the procedure to follow in the event of an accident or incident. The SAS Senior Coaches within the 4 training centres were aware of their responsibilities under the condition of accreditation to review and update procedures in response to any major accident or incident within their training centre.

3.8

Duty of Care Guidelines:

All SAS training centres are required to have a duty of care statement and guidelines for coaches to follow.

4. Instructors

4.1

Instructor Structure and Qualifications:

SAS adopts the following 5 level coach structure:



Regional Coach / Assessors

These are coaches with at least a Senior Coach qualification who are selected by another Regional Coach/Assessor and appointed by the National Training Manager. They will be required to do a 3-day Regional Coach/Assessor's course run by the National Training Manager. The job of the Regional Coach/Assessor will be to train new coaches, inspect recognised centres annually, pass on new training information and maintain the scheme in their region

SAS Master Coach (Race Coach)

This is a coach with at least a Senior Coach Qualification and proven race experience. Senior Coaches wishing to become Master coaches should apply to their regional coaches with a racing CV. They will then be required to attend a 3-day Master Coach course run by a suitably qualified Regional Coach/Assessor.

SAS Senior Coach

This is a coach with at least Dinghy/Multihull Coach Qualification, who is over the age of 18 years and has at least two years' intermittent, or one year's full-time, training experience. He or she will also have completed the 5-day Senior Coach course presented by a Regional Coach/Assessor. Centres requiring SAS affiliation must have a Senior Coach on the premises at all times when training is in progress.

SAS Dinghy / Multihull Coach

This is a coach who is a competent sailor over the age of 16 years, with a valid basic First Aid Certificate and a powerboat qualification suitable to the waters on which they are working, i.e. restricted waters or 1 mile offshore. They will be required to attend a 2-day safety boat course and a 5-day Dinghy/Multihull Coach course as presented by a Regional Coach/Assessor.

SAS Assistant Coach

This is a competent sailor with an SAS Learn to Sail advanced module under his or her belt. The Assistant Coach is trained by a Senior Coach and may only work (1) under the supervision of a Senior Coach and (2) in the centre where they were trained.

(Information on Coach training courses was taken from www.sailing.org.za/training/2-scheme)

4.2

Is there an active programme of instructor training with clear standards for qualification?

All levels of the SAS Coach structure above Assistant Coach require a stated period of formal coach training by a Regional Coach or the NTM. A SAS Senior Coach trains SAS Assistant Coaches. The set SAS programme of coach training was developed in line with current international best practice as shown in the ISAF LSTP guideline document. The required pass standard at each level of the SAS coaching structure is clearly set by the NTM with assistance from the Regional Coaches. All SAS coach candidates are required to purchase a SAS Coaching Manual. The coach manual acts as a detailed reference guide for the coach candidates and provides information on methods of teaching, briefing and debriefing techniques, teaching ashore and lesson planning etc. The SAS Coaching Manual also acts as a logbook for the coaches to record their experience in.

4.3

Does the National Training Manager monitor the standards of instructor training (by monitoring the standard of trainers and reviewing course results with them or monitoring instructor courses directly or other relevant means)?

The NTM currently runs all the coach training in South Africa with the assistance of a Regional Coach.

4.4

Is there a Training Centre “safety supervisor” (RYA “SI” equivalent) in the qualification structure?

SAS Senior Coaches have overall responsibility for safety in SAS Sail Training Centres.

4.5

Are instructors in centres safety competent?

All SAS coaches within the centres visit were aware of the importance of safety within the sail training centre.

4.6

Are there clearly defined responsibilities at each level of qualified instructor and are they fit for purpose?

Section 4.1 details the levels of responsibility for each level of SAS coach. Section 4.10 details what SAS coaches are able to teach within the scheme.

4.7

Are there sufficient qualified instructors available to deliver the NTP?

At present there are 44 qualified SAS Coaches. This number is sufficient to deliver the national training programme.

4.8

Is first aid training a requirement of coach qualifications?

All Dinghy Coaches are required to have completed a South African Department of Labour Level 1 First Aid Certificate. This certificate needs to be revalidated on a 3 yearly basis.

It was noted that a small number of Dinghy Coaches candidates had only completed a National Sea Rescue Institute (NSRI) 4 hour basic 1st Aid introductory course. This course was not deemed sufficient to satisfy the national condition for accreditation and consequently the Dinghy Coaches were requested to complete the Department of Labour Level 1 First Aid Certificate.

4.9

Is the rescue role covered adequate within the training centres?

All SAS training centres visited adhered to the stated SAS Safety boat ratios within the conditions for accreditation:

| | |
|---------------|----------------|
| Up to 6 boats | 1 Safety boat |
| 7-15 boats | 2 Safety boats |
| 15 + boats | 3 Safety boats |

The safety boat ratios are inline with current international best practice.



4.9.1

Is there adequate training for instructors for driving a safety/coach boat?

All SAS Coaches operating a Safetyboat must have a SAMSA Category R, E or C licence appropriate to their operating environment. SAS requires all Dinghy Coaches to have gained a SAS Safetyboat certificate prior to attending a Dinghy Coach course.

4.10

Is there a clear system defining who teaches whom and who teaches what and are these fit for purpose and observed?

The SAS 'Coach Manual' provided to all SAS coaches details of who teaches what within the SAS scheme.

4.11

Do Instructors have adequate knowledge of teaching techniques to communicate effectively?

The coach training provided gives extensive details on teaching techniques. The SAS Coach Manual supports the training as a reference tool.

4.12

Do instructors follow a sensible and effective teaching method?

Coaches are given a clear and sensible method of teaching called 'The Coaching Steps' for both 1 person and 2 person dinghies. 'The Coaching Steps' gives a logical format to teach the beginner modules of the national sailing syllabus. The coaches are also give training on delivering intermediate learn to sail sections of the syllabus including training on delivering sessions from a powerboat.

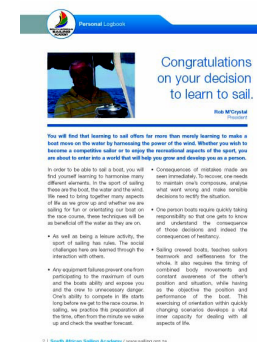
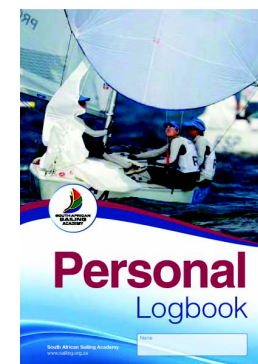
5. The Syllabus

5.1

Is the syllabus clear, fit for purpose and capable of delivery at NTP centres?

SAS has adopted the ISAF Learn to Sail syllabus guidelines and logbook. The syllabus is clearly separated into Adult and Youth certificated courses and provides SAS with a framework that can be individualised as necessary but conforms to current international best practice examples. The syllabus will be easily incorporated into the current SAS sail training centres.

For more information on the ISAF Learn to Sail syllabus and Logbook contact ISAF Training and Development Manager Dan Jaspers on: training@isaf.co.uk



5.2

Is the syllabus and achievement standard clearly set out?

The SAS Youth Syllabus is divided into the following certificated modules:

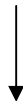
1. My Introduction to Sailing
3. Building my knowledge
4. Getting to know my boat
5. Improving my skills



Youth sailors who have completed the above courses as a 'crew' only are able to gain a Crew Endorsement certificate for each certificate

The SAS Adult Syllabus is divided into the following certificated modules:

1. Getting Afloat
2. Mastering basic skills
3. Developing intermediate skills



Adult sailors are able to complete the above courses as a crew only and gain an Adult Endorsement certificate.

All courses within both the Youth and Adult syllabus are broken down into 2 sections: practical tasks and theoretical knowledge. The achievement standards required are clearly stated at the top of each module.

| Contents | |
|--|----|
| Introduction | 2 |
| Youth sailing | 4 |
| Youth sailing - My introduction to sailing | 4 |
| Youth sailing - Building my knowledge | 6 |
| Youth sailing - Getting to know my boat | 8 |
| Youth sailing - Improving my skills | 10 |
| Youth sailing - Crew endorsement | 12 |
| Adult sailing | 14 |
| Adult sailing - Getting afloat | 14 |
| Adult sailing - Mastering basic skills | 16 |
| Adult sailing - Developing intermediate skills | 20 |
| Adult endorsement | 22 |
| Logbook | 24 |
| What is ISAF? | 26 |
| ISAF Convert to Sailing | 27 |
| Notes | 28 |

| YOUTH SAILING | |
|---|--------------------------|
| My introduction to sailing | |
| On completion of these elements you will have a basic understanding of how a boat sails, and some experience of steering and handling the boat. | |
| Practical: | |
| I can get on personal buoyancy correctly | <input type="checkbox"/> |
| I can continue to the water wearing personal buoyancy | <input type="checkbox"/> |
| I can identify wind direction | <input type="checkbox"/> |
| I can help with rigging a boat | <input type="checkbox"/> |
| I can launch a boat and get under way | <input type="checkbox"/> |
| I can rescue a boat from a trailer | <input type="checkbox"/> |
| I can help with the recovery of equipment used | <input type="checkbox"/> |
| I can steer whilst sailing and taking board | <input type="checkbox"/> |
| I can steer the boat, making use of a mark to reach course | <input type="checkbox"/> |
| I understand the basic boat controls | <input type="checkbox"/> |
| I understand the basic principles of controlling speed | <input type="checkbox"/> |
| I can pull in a boat around a short course | <input type="checkbox"/> |
| I can signal if require assistance | <input type="checkbox"/> |
| I understand why to stay with the boat when it capsizes | <input type="checkbox"/> |
| Theoretical knowledge: | |
| I can name the basic parts of the boat | <input type="checkbox"/> |
| I understand what action to take to help those in distress | <input type="checkbox"/> |
| I understand how to handle | <input type="checkbox"/> |
| I understand how to prepare for a race | <input type="checkbox"/> |
| I have knowledge of skipper tasks | <input type="checkbox"/> |

5.4

Will the syllabus deliver a competent, confident and safe sailor?

The SAS syllabus is progressive and will deliver competent, confident and safe sailors.

5.5

Are syllabus and appropriate training reference materials readily available?

At present there are no supporting reference materials available through SAS for the national syllabus. SAS Coaches are producing their own versions to give to their sailors. ISAF are completing a series of reference materials which when published in South Africa will support the SAS syllabus.

6. Participant Standards Achieved

The inspector should validate that participants are achieving the required levels at each stage of training and that proper and fair means are used to evaluate this. This will be done by observation of students during training and a practical evaluation of students achieved ability and skill levels on the water

The ISAF Inspector observed tuition at 3 of the 4 SAS Accredited training centres. The tuition delivered was structured, informative and relevant to the group size and skill levels. Visual aids were used at all centres to support and enhance the learning of the group. During the observed sessions all of the groups progressed in their sailing skills. The observed SAS Coaches differentiated the learning as appropriate to the individuals within the group and their identified session goals. It is clear that SAS coaches have adopted the techniques and skills that have been taught to them during their SAS Dinghy Coach courses.

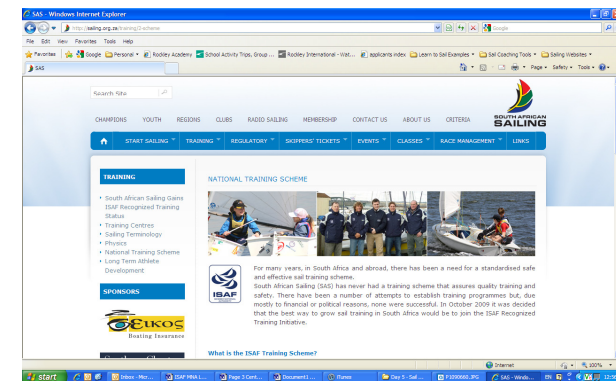
7. Communication

7.1

Is there a website and is the content appropriate?

SAS has the following website: www.sailing.org/za

The Training content of the website is appropriate and correctly reflects the national learn to sail training scheme. It is recommended that the recognised SAS training centres are highlighted within a section of the website.



7.2

Is there an Instructor Newsletter?

At present there is no Coach Newsletter. The NTM is endeavouring to produce an e-newsletter that will be sent to SAS coaches periodically.

7.3

Are training programme seminars and conferences organised?

The first SAS Coaches seminar has been set for March 2012 and will be an annual event thereafter.

8. ISAF Inspection Recommendations

Following the inspection made from the 4th – 10th April 2011, and based on all the information made available, it is recommended that the SAS National Training Programme be granted ISAF Recognized Training status.

Richard Percy
ISAF Inspector